

Guidelines for Writing Learning Objectives

A learning objective is a clear and concise statement describing what the learner will be able to do after completing a training session. Objectives are key components of a quality training session for several reasons. Most notably they:

- **Provide a method for assessing learning**
Assessment activities and tests are developed based on the learning objectives.
- **Guide selection of training content, instructional methods, and materials**
Curriculum developers must know what they want trainees to learn before they can develop the content, select instructional methods, and create supporting materials.

Learning Objective Format

Learning objectives follow a fairly standard format.

The trainee will be able to: verb + content
define the term “protective payee.”
list three methods for handling an irate client.
process an overpayment in WACAP.

Sound learning objectives are specific and measurable, which means that they address time, frequency, amount, etc. See the reverse side of this sheet for more examples of learning objectives.

Useful verbs (some examples)

Recognize	Prioritize	Analyze	Create	Discuss
Construct	Articulate	Describe	Apply	Assess
Demonstrate	Summarize	Design	Process	Interpret
Schedule	Operate	Explain	Label	Recall
Evaluate	Identify	Develop	Define	List

Verbs or phrases to avoid

These verbs and phrases are not specific and make it very difficult to measure learning during the final assessment.

Appreciate	Know	Be aware of	Become acquainted with
Understand	Do	Be familiar with	Gain a working knowledge of

Examples of well-written learning objectives

At the end of this session, the trainee will be able to:

1. Print a determination of benefits letter using ACES On-line.
2. List and define the three requirements that clients must meet to be eligible for Basic Food Expedited Service.
3. Explain the eight-step process for referring a WorkFirst client to a contracted service provider.